



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY WASHINGTON
1411 PARSONS AVENUE SE STE 303
WASHINGTON NAVY YARD, DC 20374-5003

NSAWINST 5100.1 CH-1
N00
AUG 09 2016

NAVAL SUPPORT ACTIVITY WASHINGTON INSTRUCTION 5100.1 CHANGE
TRANSMITTAL 1

From: Commanding Officer, Naval Support Activity Washington

Subj: SMOKING AND TOBACCO USE POLICY

Encl: (1) Revised Enclosure (1)

1. Purpose. To transmit new enclosure (1), which provides designated smoking areas on the Washington Navy Yard.
2. Action. Remove enclosure (1) of the basic instruction and insert with revised enclosure (1), respectively.
3. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.


J. J. DRAEGER

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only at <https://g2.cnrc.navy.mil/NSAWASHINGTONDC/SitePages/Home.aspx>



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NAVAL SUPPORT ACTIVITY WASHINGTON INSTRUCTION 5100.1

From: Commanding Officer, Naval Support Activity Washington

Subj: SMOKING AND TOBACCO USE POLICY

Ref: (a) SECNAVINST 5100.13E

Encl: (1) Washington Navy Yard Designated Smoking Areas

1. Purpose. To provide policy on tobacco use (including electronic cigarettes) and smoking for Naval Support Activity Washington (NSAW) and all tenant commands located on the Washington Navy Yard.

2. Background. As described in reference (a), the Surgeon General of the United States has determined that smoking of tobacco is the most preventable cause of illness and death. The Environmental Protection Agency (EPA) states that involuntary passive smoking poses a public health risk larger than the hazardous air pollutants from all industrial emissions combined. Furthermore, medical evidence shows overwhelmingly that the use of tobacco products adversely impacts the health and readiness of our entire force.

3. Applicability. This policy is applicable to all Department of the Navy military personnel, civilian employees (including non-appropriated fund employees), contract personnel, dependents, and visitors while in NSAW buildings, facilities, afloat units, and vehicles. Where stricter smoking regulations are imposed by fire, explosive, or other safety considerations, those regulations will take precedence.

4. Policy.

a. The Commanding Officer, NSAW fully supports the Secretary of the Navy's goal that all personnel have safe, smoke-free working and living environments and that current tobacco users are advised of the availability of smoking cessation assistance.

b. The EPA has classified second hand smoke as a know human carcinogen. Therefore, per reference (a), smoking is prohibited in NSAW owned or leased vehicles, afloat units, and work buildings.

c. Smoking within buildings is only permitted in individually assigned family living quarters.

d. Smoking is not permitted in common spaces. Common space is defined as any space within a building common to all occupants and visitors such as hallways, stairways, lobbies, elevators, lounges, restrooms, cafeterias, barber shops, laundry rooms, or common areas outside buildings such as outdoor eating facilities or areas within 25 feet of entrances or exits to buildings.

e. Smoking is not permitted in bachelor living quarters located on NSAW.

f. Smokers may only use designated smoking areas identified in enclosure (1). These are the only approved outside areas located on the Washington Navy Yard. Smoking while walking to and from these areas or between any other buildings is not authorized, since this leads to litter and possible mulch fires. Designated smoking areas are identified by signs and cigarette receptacles.

g. Employees who wish to quit smoking can be referred to the Civilian Employee Assistance Program or Branch Medical Clinic to be enrolled in a smoking cessation program. Official duty time may be available to smoking cessation participants, and tobacco use cessation programs will be on a voluntary basis.

h. Any request for establishment or relocation of a smoking area shall be sent to the NSAW Commanding Officer.

i. Any request for a waiver to the policies described in paragraph 5 of this instruction must be sent to the Executive Officer.

5. Action.

a. All supervisors and managers will strictly enforce the smoking policy, ensuring that employees smoke in the approved designated areas, encourage tobacco users to stop, and non-tobacco users to continue to refrain from starting.

b. All tenant commands/activities located on the Washington Navy Yard will comply with reference (a) and this instruction to ensure compliance in their personnel.

c. Appropriate disciplinary action shall be taken by the first line supervisor for violations of this policy by assigned personnel under their supervision.


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